

Jersey Employers' Network on Disability (JEND) Constitution

1. Aims

To inform ourselves of the issues surrounding the employment of people with disabilities and to offer prospective employees/current employees with disabilities the same employment and development opportunities as their able-bodied colleagues. By doing so, reduce the stigma and discrimination surrounding disability in the workplace.

2. MEMBERS COMMITMENTS

JEND Members agree that they will meet the following commitments:

(i) Offer a job interview - to interview all applicants with a disability who meet the criteria for a job vacancy and to consider them on their abilities;

(ii) Retain employees who become disabled - to make every effort when employees become disabled to support them in continued employment;

(iii) Improve knowledge - to attend JEND events routinely to inform ourselves/ keep up to date on issues/ thinking relating to disability;

(iv) Share knowledge - to share knowledge of disability-related issues with colleagues within our organisation and across all business communities and support agencies; and

(v) Monitor and review employment practises - to check that we have offered and continue to offer prospective/ current employees with disabilities the same opportunities as their able-bodied colleagues.

3. COMMITTEES COMMITMENTS

JEND committee members agree that they will meet the following commitments:

(i) Organise events - to organise and facilitate events that improve knowledge and exchange ideas regarding best practise, current thinking and local trends/ issues;

(ii) Promote JEND - to represent and actively promote JEND with a view to increasing membership and the organisations profile;

(iii) Support associated bodies such as Workwise, JET - to communicate with associated bodies with a view to supporting open employment opportunities for the disabled; and

(iv) Offer consultative support and respond to members needs/requests – to host focused sessions for employers in small groups on specific issues working with professionally trained facilitators/ counsellors to explore practical solutions to real problems/situations.

4. Means

To achieve these aims JEND may:

4.1 Raise money, for use solely in the furtherance of these aims, by means of subscriptions, donations and legacies, grants, loans and other sources.

4.2 Receive and accept, from any source, gifts and grants of money and/or of any kind of property whether unconditionally or subject to any terms, conditions or trusts.

4.3 Set the annual subscription which shall be determined by the Committee. Charities recognised by the Comptroller of Income Tax and sheltered workshops will be exempt from the annual membership fee.

4.4 Arrange, prepare, print, publish, issue and disseminate any pamphlet, book, document, film, recording or other work and to fix, make and receive fees, royalties and other charges therefore and for admission to and otherwise in respect of any exhibition, lecture, display, course of instruction or other activity connected with the aims of the organisation.

4.5 Subscribe to, become a member of or co-operate with any organisation, institution, society or body involved or interested in matters which are within the aims of JEND.

4.6 Employ, contract with or otherwise commission, instruct or engage persons, whether as employees, officers, advisers or otherwise.

4.7 Do all or any of the things herein before authorised either alone or in conjunction with any other organisation, institution, society or body.

4.8 Do any such other lawful things as will further the attainment of the above aims.

5. **Membership**

5.1 A register of existing members of JEND will be maintained. JEND members will elect individuals to serve on the Committee. The business of JEND shall be controlled and managed by the Committee as follows:

Chairperson: To be elected by the JEND members

Vice Chairperson: To be elected by the JEND Committee

Treasurer: To be elected by the JEND Committee

Secretary: To be elected by the JEND Committee

Committee Members: To be elected by the JEND members, the Committee will comprise of a maximum of nine people (including the Chairperson and the Vice-Chairperson).

The Social Security Department will nominate a Manager to serve as a Committee member. The nominated manager will have voting rights and will be able to serve while in that post.

5.2 Committee members shall be elected annually. The maximum term of continuous service is six years. For the avoidance of doubt, these provisions apply to all officers of the Committee.

5.3 All JEND members must be able to demonstrate that they are meeting the aims of the organisation, and that they have paid the annual subscription.

5.4 After proper investigation, the Committee may terminate an organisation's membership to JEND if the Committee believe that the organisation is not complying with JEND's aims and commitments. The member organisation has the right to appeal against such a decision being made to an independent panel of members nominated by the Committee for that purpose.

6. Meetings

6.1 An annual general meeting shall be held within three months of the previous calendar year for the purpose of approving both the Chairman's report and the financial accounts of the previous year. The Chairperson and Committee members will be elected at this meeting.

6.2 The quorum for the annual general meeting will be ten members in person or by proxy.

6.3 The Committee shall meet not less than three times in every calendar year and a quorum of the Committee shall consist of five persons including the Chairperson or Vice Chairperson. On each occasion not less than fourteen days notice will be given to the members of the matters to be discussed at the Committee meeting.

6.4 Decisions of the Committee will be achieved through a simple majority. Each Committee member will have one vote and in the event of a tied vote, the Chairperson or in his/her absence the Vice Chairperson will have an additional casting vote. The casting vote should be cast in favour of the status quo where applicable.

6.5 If any member of the Committee shall fail to attend three consecutive meetings of the Committee for whatever reason, the Committee may at its discretion terminate his/her membership of the Committee.

7. Accounts

7.1 The Committee shall cause to be kept proper accounts of the finances of JEND in respect of:

7.1.1 All sums of money received and expended by JEND and the matters in respect of which such receipts and expenditure take place and;

7.1.2 All assets and liabilities of JEND.

7.2 There will be a current bank account in the name of the Jersey Employers' Network on Disability, the account will be opened and maintained in a bank which has a branch in Jersey.

7.3 All funds of JEND shall as soon as possible after receipt be paid into its bank account. This account shall be under the control of the Committee. The account will be operated at all times by two authorised signatories.

7.4 The Committee are not permitted to maintain an overdraft or borrow money.

7.5 The books of account shall always be open to inspection by members of the Committee.

7.6 The Committee shall make adequate arrangements for the security and safe custody of all monies and books belonging to the organisation.

7.7 The Committee shall cause the books to be audited at least once in each year by one or more qualified accountants and shall provide books of account in which shall be kept all proper accounts of all money received and paid respectively by or on behalf of the Committee. Individual Committee members will not be authorised to perform the annual audit.

7.8 The Auditor shall be appointed by the Committee for a three year period.

8. Finance

8.1 The financial year of JEND shall be from January 1st to December 31st.

8.2 All assets received by or for JEND shall be applied for the objects of JEND and shall not be given or paid to any member or officer of the organisation, except by way of payment for services actually rendered to the organisation or for expenditure properly incurred on its behalf.

8.3 JEND may receive gifts and legacies.

8.4 Within the first quarter of each financial year a report will be published by the Chairperson which will include the audit of the accounts.

9. Alteration to the Constitution

This constitution may be altered by a resolution passed by a majority of those present and voting at an annual general meeting or extraordinary general meeting. Written notification setting out the terms of the resolution shall have been sent to every member not less than fourteen days before the date of the meeting at which it is to be considered. Notice of all Committee meetings, annual and extraordinary general meetings will be a minimum of fourteen days.

10. Representation

The Chairperson or Vice-Chairperson shall represent JEND before any investigation, tribunal or court hearing.

11. Definitions

In this constitution the following words in the left hand column shall be defined in accordance with the expressions set out in the right hand column opposite.

JEND The Jersey Employers Network on Disability

The Committee The body of persons appointed from time to time in accordance with paragraph 4.1.

Auditor The person or persons appointed by the Committee in accordance with the provisions of paragraph 6.7.

Revised and approved at the Annual General Meeting Wednesday 26 March 2003